GENERAL AGREEMENT ON
TARIFFS AND TRADE

CONTRACTING PARTIES
Twentieth Session
23 October-16 November 1962

INFORMATION FOR DELEGATIONS

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Map of Palais des Nations, GATT secretariat (Villa Le Bocage).
INFORMATION FOR DELEGATIONS

1. Meetings

The opening meeting of the twentieth session of the CONTRACTING PARTIES will take place in Conference Room XVI in the Palais des Nations at 3 p.m. on 23 October 1962. All plenary meetings will be held in Conference Room XVI, which is on the fifth floor of the assembly wing of the Palais des Nations; it can be most conveniently reached through Door 15 of the Palais. Delegates arriving by automobile should take the route de Pregny gateway to reach Door 15. Those arriving by bus should go as far as the Ariana terminus (Vieux-Bois Restaurant).

Committee and working party meetings will be held in Conference Rooms XI and XII in the Palais des Nations. These rooms are accessible through Door 17 of the Palais, which is open from 8 a.m. to 10 p.m. Monday to Friday (8 a.m. to 6 p.m. Saturday). Outside these hours delegations should use Door 2 (Conciergerie) of the Palais des Nations.

2. Schedule of meetings

The usual hours for plenary and committee meetings will be:

- 10 a.m. to 12.30 p.m.
- 2.30 to 5 p.m.

The programme of meetings will be posted on the notice boards at entrance doors 2, 6 and 17 of the Palais des Nations.

3. Credentials

Credentials for the representatives to the twentieth session should be submitted to the Conference Officer, Office A.390, third floor, Palais des Nations before the opening of the session.

For the purpose of compiling the list of representatives any changes in the composition of delegations should be reported to the Conference Office.

4. Admission cards

Since all GATT meetings are private, delegates and observers will be required to show admission cards on entering the conference rooms. These cards will be issued at the Conference Office, A.390, in the Palais to representatives who are accredited in writing.
Representatives are requested to complete, as soon as possible, the small white information cards which they will find attached to their admission cards and to return them to the Conference Office. These cards are necessary to complete the list of representatives and to facilitate contacting representatives in the course of the session. Any changes occurring in the information furnished on these cards should be given to the Conference Office (Palais des Nations, extension 3023).

5. Office of the Chairman

The office of the Chairman of the CONTRACTING PARTIES is situated on the second floor of the Palais des Nations, Office A.276, extension 2466, and 2413.

6. Delegation offices - Palais Wilson

Delegations which have requested office space for the twentieth session have been accommodated in the Palais Wilson. Office and telephone numbers of these delegations are included in document TWENTY/3. The Palais Wilson is open from 8 a.m. to 10 p.m. Monday to Friday, and 8 a.m. to 6 p.m. on Saturday.

7. Secretariat offices

All offices of secretariat members, with the exception of the interpreters and the Conference Officer, are in the Villa Le Bocage (see map attached). Telephone and office numbers of the conference secretariat are contained in the list of offices (TWENTY/3).

8. Office security arrangements

Delegations are advised to make their own precautionary arrangements for the security of any papers, classified documents, and belongings left in offices. Delegations are responsible for any person they admit to their offices. Attention is drawn to document TWENTY/4 which deals in greater detail with session security matters.

9. Distribution of documents

All documents will be delivered by 9 a.m. each morning to delegation boxes (near A.390) in the Palais des Nations or to offices in the Palais Wilson. No other distribution will be made in the city. Delegations not having offices in the Palais Wilson may collect their documents daily at the distribution centre in the Palais des Nations (office C.111 above Door 6), if they have made arrangements in advance with the Conference Office (extension 3023).
10. Prepared speeches

Whenever a representative speaks from a prepared text, the task of the secretariat would be facilitated if three copies of the text were supplied to the Conference Officer or to the Secretary of the meeting before the statement is made, for the use of the interpreters, the Précis-Writer and the Information Officer.

11. Publications and public information

Any requests for printed GATT publications should be made to the Sales Clerk in the Information Office, Villa Le Bocage, tel. 34 86 00, or to the United Nations Visitors' Service (Door 7). Order forms will be provided in the conference rooms for this purpose - no orders will be taken that are not submitted by means of this form. Delegations are reminded that beyond the regular distribution made of each publication, they will be required to purchase any additional copies.

All enquiries relating to public information (press, radio, films, photographs, etc.) should be made to the GATT Information Office at the Villa Le Bocage, Palais extension 3490.

12. Hospitality

Delegations wishing to give receptions, dinners, etc., are requested to consult with the Conference Officer, Office A 390, Palais extension 3023, in order to co-ordinate dates and thus avoid conflicting engagements.

13. Mail for delegations in Palais Wilson

Delegations having offices in the Palais Wilson should have their mail addressed to them as follows:

Mr./Mrs./Miss______________
GATT Delegation of______________
Palais Wilson,
Geneva.

14. Delivery liaison: Palais Wilson/Villa Le Bocage

The secretariat is maintaining a despatch service between the Palais Wilson and the Villa Le Bocage to deliver mail, etc., several times throughout the day, except Saturday afternoon and Sunday.
15. **Local transportation and taxis**

(a) To reach the Palais des Nations buses "F" & "5" operate at intervals of six minutes during the rush hours, between the Palais des Nations and the railway station (Place Cornavin), connecting with other tram, trolley-bus and motor-bus routes. In order to reach the GATT conference rooms in the Palais, every bus "F" in three going to the Place des Nations continues as far as the Ariana entrance to the grounds of the Palais des Nations (see "bus terminus" indicated on attached plan). This service will be operating daily including Saturdays. A bus schedule is posted at Door 17.

(b) To reach the Palais Wilson a bus service (No. 4) operates at intervals of eight minutes, and six minutes during rush hours, between the Place Bel-Air - (or prior stops starting from Grand-Lancy, Acacias, Place du Cirque) and the Palais Wilson, stopping near the entrance.

(c) Taxis can be obtained through the messengers on duty at the nearest entrance doors in the Palais des Nations or in the Palais Wilson.

16. **Restaurant and cafeteria facilities**

(a) **Palais des Nations**

A restaurant is open on the eighth floor of the assembly wing from 9 a.m. to 9 p.m. (extension 2784). Regular meals are served from 12 noon to 2.30 p.m. and from 7 to 9 p.m. Drinks, sandwiches and snacks are available at all other times. The restaurant is closed during weekends from 3 p.m. Saturdays.

Arrangements for cocktail parties, special luncheon and dinner parties can be made with the Maître d'hôtel at the restaurant (extension 2784).

The cafeteria, located on the ground floor of the assembly wing, is open to members of delegations, journalists, officials, etc., from 9 a.m. to 2.30 p.m. Monday to Friday (extension 3500). The bar, also on the ground floor near Door 6, is open from 9 a.m. to 8 p.m. Monday to Friday (extension 2787). The bar in the delegates' lounge (Salle VII), on the third floor of the assembly wing, is open from 9 a.m. to 6 p.m. Monday to Friday (extension 2176). The cafeteria and the bars are closed on Saturdays.

(b) **Palais Wilson**

Canteen facilities are available on the first floor of the building (Maison des Congrès) from 8 a.m. to 6 p.m. Monday to Saturday.
17. Post and telegraph facilities

(a) Palais des Nations. Full postal, telegraph and telephone facilities are available in the post office installed by the Swiss postal authorities on the ground floor of the secretariat wing, room 49 (extension 2568). It is open during the following hours:

<table>
<thead>
<tr>
<th>Days</th>
<th>Hours</th>
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| Monday to Friday | 8 a.m. to 12 noon  
                  | 2.15 to 6.30 p.m. |
| Saturday       | 9 a.m. to 12 noon |

The telegraph office is located on the ground floor, room 84 (extension 2562). It is open during the following hours:

<table>
<thead>
<tr>
<th>Days</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday to Friday</td>
<td>9 a.m. to 8 p.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>9 a.m. to 1 p.m.</td>
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</table>

(b) Palais Wilson. Full postal, telegraph and telephone facilities are available at the post office located in the Palais Wilson (Maison des Congrès, ground floor). It is open during the following hours:

<table>
<thead>
<tr>
<th>Days</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday to Saturday</td>
<td>7.30 a.m. to 12.15 p.m.</td>
</tr>
<tr>
<td>Monday to Friday</td>
<td>2 to 6.15 p.m.</td>
</tr>
</tbody>
</table>

18. Instructions for use of telephones

(a) How to telephone

(i) Palais des Nations

- to call the Palais des Nations from outside the Palais exchange, dial 33 10 00, 33 20 00, 33 40 00;

- to obtain a number within the Palais, lift the receiver and dial the required number as soon as the dial tone is heard;

- to obtain the Palais Wilson, lift the receiver and dial 3515 or 3516;

- to obtain a Geneva number, lift the receiver, wait for the first dial tone and dial 0. When the second tone is heard dial the required Geneva number;

- to obtain an interurban or international number, lift the receiver, wait for the first dial tone and dial 1 to call the operator.
(When the main exchange in the Palais des Nations is closed - i.e. between 8 p.m. and 8.15 a.m. (Saturday 1 p.m. to 8.15 a.m. Monday) - long-distance calls may be made by dialling 2901 (Conciergerie).)

(ii) Palais Wilson

- to call the Palais Wilson from outside dial 33 40 00 and ask for the Palais Wilson;

- to obtain an extension within the Palais Wilson, lift the receiver, dial the extension desired;

- to obtain a Geneva number from the Palais Wilson, lift the receiver, press the red button, wait for the operator, then request the Geneva number desired;

- to obtain an extension in the Palais des Nations, lift the receiver, press the red button, request a Palais line from the operator, then dial the number directly;

- to obtain an interurban or international number, lift the receiver, press the red button and request the number from the operator.

(When the exchange in the Palais Wilson is closed - i.e. between 8 p.m. and 8.15 a.m. (Saturday 1 p.m. to Monday 8.15 a.m.) - any outside calls can be made by using the coin call-boxes near the main entrances.)

(b) Official telephone calls

Official interurban and international calls may be made from offices by dialling for the operator. Delegations will be responsible to the GATT secretariat (Attn: Finance Officer), Villa Le Bocage, (tel. 34 86 00) for the payment of all local, interurban and international calls made by them. Bills for such calls will be presented by the GATT secretariat.

(c) Private telephone calls

When private local, interurban or international calls must be made, telephones are provided for that purpose at coin-boxes, located at the telegraph and/or post offices on the ground floor of the Palais des Nations, or near the entrance of the Palais Wilson (Maison des Congrès).
19. Banking facilities

Palais des Nations

The United Nations Branch of Lloyds Bank (Foreign) Ltd., is on the ground floor of the secretariat wing, office 68 in the Palais des Nations (extension 2811). It is open during the following hours:

Monday to Friday
9.30 a.m. to 12 noon
2 to 4 p.m.

Other

Most of the larger Swiss banks maintain branch offices near the railway station and the rue du Mont-Blanc, which are open from Monday through Saturday. A change office is open in the main hall of the railway station.

20. First aid

(a) Palais des Nations

Emergency first aid is available at office 028 (extension 2807) in the basement of the secretariat wing (staircase near Door 2). The services of a physician can be obtained if required. After normal working hours, call the Palais Conciergerie (Door 2), extension 2901/2945/2947.

(b) Palais Wilson

At the Palais Wilson a first-aid kit is available with the messenger on duty on the first floor, extension 421.

(c) Other

Furthermore, a permanent medical service is available in Geneva at the following address:

Permanence Médico-chirurgicale,
29 rue Rousseau (Tel. 32 60 60).